

**BOARD OF TRUSTEES  
HUSSEY-MAYFIELD MEMORIAL PUBLIC LIBRARY  
MINUTES  
REGULAR MEETING  
April 15, 2010**

The regular meeting of the Board of Trustees of the Hussey-Mayfield Memorial Public Library was held April 15, 2010, and called to order at 7:31 p.m. All members of the Board of Trustees were present. Martha Catt, Director; Assistant Director Mary Rueff and Cathy Hurst, Board Assistant was also present. LeeAnn Biggs, President, presided.

**Secretary's Report**

Minutes of March 18, 2010 Regular Meeting

*Upon motion duly made by Josh Minkler, seconded by Sandy Sifferlen, and being unanimously approved, minutes of the regular meeting held on March 18, 2010 were adopted.*

**Treasurer's Report**

April Claims

*Upon motion duly made by Monty Korte, seconded by Bea Edwards and being unanimously adopted, the Board of Trustees authorized and directed the payment of the outstanding claims to date for April 2010, as reviewed and approved by the Library Director, audited by the Assistant Library Director and approved for payment by the Treasurer and Assistant Treasurer.*

Property Tax Credits in 2010

The Boone County Auditor notified the Library that the reductions in property tax collections in 2010 will total \$71,644. This is an increase from what was projected in 2009.

Additional Appropriations

The Department of Local Government Finance has notified the Library of their approval of the increases to two budgets as follows:

Rainy Day Fund has been increased by \$100,000 from \$130,000 to \$230,000.  
Library Improvement Reserve Fund has been increased by \$65, 000 from \$185,168 to \$241,168.

**President's Report**

Meeting with Area Officials

Bea Edwards volunteered to attend April 20 meeting of the Boone County Leaders which will be held at the Lebanon Education Service Center.

Personnel Committee

*Upon motion duly made by Josh Minkler, seconded by Jeff Rolland and being unanimously adopted, the Board of Trustees resolved to retain our current Library Director for up to 132 hours of*

*consulting in service to senior management and the Board subsequent to her retirement on May 14, 2010.*

**Further**, that in exchange for such service the Library Board will make a one-time increase to her salary of \$7,264. Of this amount \$2,290 will be placed into her current H.S.A., \$4,593.49 will go into her 457 Plan, and \$380.51 is her portion of FICA. The transaction will occur with the pay scheduled for April 22, 2010. The funding for this transaction will be taken from the Undesignated Fund.

#### Recognition of Executive Director, Martha E. Catt

The Library Board members LeeAnn Biggs and Bea Edwards presented the following resolution to be made part of the public record:

Upon her last official Board meeting as Executive Director, may it be resolved that the Hussey-Mayfield Memorial Public Library Board of Trustees recognizes Martha E Catt for the many outstanding contributions she has made to our library and to all Indiana libraries. The Board commends Martha on her numerous accomplishments, gracious guidance and vision in leading our library.

The Trustees are grateful o Martha for contributing "above and beyond" to the culture of our local community and libraries across the state.

### **Senior Managers' Report**

#### May Board Meeting

The current Executive Director will prepare the Board packet and be present at the May 20<sup>th</sup> Board meeting.

#### Update on Dalmatian and Sentry Work at the Library

Rick Deuschle is still working closely with Dalmatian to determine why the sprinkler system is alarming during the night. Rick, the Dalmatian service people and the local fire department have been summoned to the Library five times as the system has continually tripped since the remediation work was performed.

Rick is also working with Sentry to take care of some final details. Niles Ingalls is close to solving the issue which will prevents VHS and cassette tapes from being checked out without erasing the media.

Staff and volunteers contributed a total of 1,053 hours during the days the Library was closed to prepare the collection for the Sentry Security System.

As a matter of record, Board member Gayle Cox extended the Board's appreciation and gratitude to Martha Catt, Rick Deuschle and Mary Rueff. The management staff went above and beyond during the trying times encountered with the remediation and installation of the nitrogen and security systems.

#### Quarterly Reports – 2010 First Quarter

The first quarter reports will be included in the May Board packet. These reports have been delayed due to involvement of staff in tagging the collection for Sentry during the week of March 20 and the fact that the Board has not yet approved the proposed 2010-2011 strategic plan.

#### Proposed Strategic Plan

*Upon motion duly made by Gayle Cox, seconded by Sandy Sifferlen and being unanimously adopted, the Board of Trustees resolved to adopt the 2010-2011 Strategic Plan as corrected.*

#### Downloadable Books

There are five public libraries who have agreed to participate in the consortium: Sheridan, Thorntown, Lebanon, Northern Hamilton County and Zionsville. The group has been working out the details with OverDrive. This project is close to being ready to launch. Zionsville's share of the cost will be \$4,500; of this amount, \$3,000 will be earmarked to purchase titles; the balance will be used for access fees.

#### Board Bylaws

A motion will be presented for the Board's consideration at the May Board meeting so that the Board will have the required fourteen days to review the changes prior to voting on those changes. New items have been added that are required by the new State Standards.

#### Boone County Service to Townships Not Served by Class 1 Public Libraries

On May 3, the Director and Karen Niemeyer of the Thorntown Public Library will make a presentation to the Boone County Commissioners on providing library services to areas in Boone County currently not receiving service [Clinton, Harrison, Jackson, Marion, Perry, and Worth Townships]. The Director sent a letter to the Lebanon Public Library Board with regard to providing library services to these areas recently but no reply has been received.

#### Collection Growth Plan

The Director and the Department Head's are working on a plan for the Board's consideration.

#### National Library Week April 11-17, 2010

Mary Rueff reported that Tuesday was National Library Worker's Day and cupcakes were provided for the staff in the break rooms. Each Department has put together goody baskets which will be given away in a drawing. An entry may be made each time a customer visits the Library during NLW.

#### Grant Requests Submitted to Library Foundation

The Library Foundation will be meeting on April 27, 2010 at 7:00 p.m. They will be considering grant requests for Youth and Teen Summer Reading (Adult request was granted at the October 2009 meeting), United We Read, Holiday Stroll and Downloadable Books.

#### Ideas to Honor Chris Lindgren

The Board will purchase a piece of art depicting a stream/nature and it will be hung in the Library along with a plaque giving honor to Chris. Donations collected and deposited into the Designated Fund will be used to purchase books in honor of Chris.

#### Plans for Securing Sentry Security Gates

R. L. Turner will draw up plans for aesthetically securing the sides of the Sentry gates at the three public entrances. CSO Architects charge would be \$3,940 for design and plans only. Management staff will keep the Board updated on this part of the project.

### Open House for Martha Catt's Retirement

An Open House is being planned to celebrate Martha Catt's 20 years of service to the Hussey-Mayfield Memorial Public Library. The Open House will take place from 5:30-7:00 p.m. on May 14, 2010. Staff, family, friends, the various Library Boards and groups along with community leaders will be invited.

### **Adjournment**

*Upon **motion duly made** by Gayle Cox, seconded by Jeff Rolland and being unanimously adopted, it was resolved that there being no further business, the meeting be adjourned at 8:20 p.m.*

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Josh Minkler, Secretary

April 2010 Library Board: LeeAnn Biggs, Jeff Rolland, Monty Korte, Bea Edwards, Josh Minkler, Gayle Cox and Sandy Sifferlen